

# GE Oil&Gas

## iSupplier Portal User Manual

# TRS Certificates Upload

Creation Date : April 19<sup>th</sup> 2011

Last Update : April 19<sup>th</sup> 2011

Version : 1.0



# iSP Supplier Docs functionalities

iSP allows to perform two different activities related to the Supplier Docs Management process:

- ✓ Analyze and export the required list of documents;
- ✓ Enter the required info related to the document and upload the document.

The SPA can perform both these actions while the Supplier can perform only the second one.

# Supplier Log in

The log in process for Supplier is made of two steps: access the GE extranet first and log in Oracle iSP after .



GE Infrastructure

Single Sign On

- > Sign Up For SSO
- > Modify Your SSO Account
- > Synchronize SSO Password
- > Forgot Your SSO User ID?
- > Forgot Your SSO Password?

Enter User ID and Password

User ID: 105034430  
 Password: .....

Save my GE Single Sign On User ID

Log In

- > Request Portal / A If you don't have ac application, sign up.
- > Learn More About It's easy to get secu applications with jus Find out how Single accounts now.

To enter in GE extranet use the following link [http://www5.gepower.com/OA\\_HTML/AppsLocalLogin.jsp](http://www5.gepower.com/OA_HTML/AppsLocalLogin.jsp) , enter your SSO and password and then click on Log In.

THIS SITE CONTAINS GE PROPRIETARY INFORMATION

**WARNING:** YOU ARE ATTEMPTING TO ACCESS A PRIVATE CO PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY P THIS SYSTEM IS ELECTRONICALLY MONITORED AND, BY ENTER MONITORED. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES P

ORACLE E-Business Suite

Welcome to OnG IT gpsogq49 [GPSOGQ49]@

Username 105043243

Password .....

Login

To access Oracle iSP enter your SSO and password and then click on Submit / Connessione.

For all Supplier users is present only one responsibility and for this reason the system automatically opens the iSP home page. The OG Supplier Portal Full Access responsibility allows the Supplier users to see and manage all the RFQs, POs and Notifications related with his company. Moreover this responsibility v supplier bank accounts, attachment uploaded by suppliers, dated by suppliers.



imagination at work

# Supplier Docs management on iSP

Enter in the Shipment tab in which there are all the functionalities useful to manage the Supplier Docs.

The screenshot shows the iSupplier Portal interface for GE Oil & Gas. The navigation menu at the top includes Home, Negotiation, Orders, **Shipments** (highlighted with a blue box), Account, Admin, and Contact Us. A search bar is located below the navigation menu, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into two columns. The left column contains a 'Notifications' section with a 'Full List' button and a table of notifications. The right column contains a sidebar menu with categories: Orders (Agreements, Purchase Orders, Purchase History), Shipments (Overdue Receipts), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices), and Payments (Payments). The bottom of the page features a footer with copyright information and navigation links.

**Notifications** [Full List](#)

Subject	Date
<a href="#">Standard PO 439686719.0 requires your acceptance</a>	09-Nov-2010 15:20:25
<a href="#">Standard PO 439686222.0 requires your acceptance</a>	05-Nov-2010 16:17:32
<a href="#">Standard PO 439660106.2 requires your acceptance</a>	05-Nov-2010 08:04:16
<a href="#">Standard PO 439666107.2 requires your acceptance</a>	04-Nov-2010 09:47:12
<a href="#">Some material has drawing in critic revision</a>	04-Nov-2010 06:24:24

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
439604162	Inlet Duct /// Fiume Treste - Stogit	19-Nov-2010 09:58:39
439685336	Filter Houses /// In Amenas (Bolts & Gaskets for Final Destination)	16-Nov-2010 11:39:17
439658077	EXHAUST STACK SYSTEM x ABU MAHDI - NP JOB 1604926	15-Nov-2010 17:19:19
439682956	Materiale per emergenza in cantiere	11-Nov-2010 17:54:31
439681188	Materiale per emergenza in cantiere	11-Nov-2010 11:18:07

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# Document Requests

Document Requests allows to view all the requirement linked with a specific Supplier/order/item/etc. This function is available on both SPA and Supplier iSP responsibility.

imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences

Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Supplier Workload

More Export Propose RTS Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA  
 Order 3968  
 Item Code  
 Ship to Org

Release  
 Project Number  
 Action Required  
 Issue Flag

Go Clear

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	Item Descr	Action	Promise	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID	Justification
<input type="checkbox"/>	43968	OU_NP_IT	1	1	ISM998157657	BOM of Droplet			08-Nov-2010	7	01-Nov-2010		N		

Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences

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# Document Requests: Internal View

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Supplier Workload Internal

More Action List [dropdown] Go Export Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization [input] SPA Name [input]

Pro. [input] Number [input]

Acti. [input] m Code [input]

Issue Flag [input] Ship to Org [input]

Justification Status [dropdown] RTS Date Status [dropdown]

Shipment Status: Open [dropdown] Free Note Status [dropdown]

Go Clear

Select All [checkbox] None

Select	Order	Supplier Name	Organization	Line	Shipment	Item Code	Item Description	Action Required	Contractual Date	Proposed Contractual	Promise Date	Need Date	Time	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID
<input checked="" type="checkbox"/>	439700100	[redacted]	OU_NP_IT	2	1	SKO2589867	LUBE/SEAL		12-Jan-2011	12-Jan-2011	19-Jan-2011	19-Jan-2011	7	12-Jan-2011		N	
<input type="checkbox"/>	439700100	[redacted]	OU_NP_IT	1	1	SKO2589816	AUTOMATIC		12-Jan-2011	12-Jan-2011	19-Jan-2011	19-Jan-2011	7	12-Jan-2011		N	

(More) Action List [dropdown] (Go) (Export) (Advance Search)

This function allows to select all the lines in one click.

Select from the list of values the option Document Requests.

In the query result form the User has to select the desired lines (one, more or all the lines of the current page).

# Document Requests: Supplier View

GE imagination at work iSupplier Portal - GE Oil & Gas

Home Logout Preferences

Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Supplier Workload

More Export Propose RTS Date Last RTS Add Free Note Update RFT **Document Requests** Advance Search

Document Requests

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA

Release

Item Number

Ship to Org Action Required

Issue Flag

Go Clear

Select All Select None

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	Confirmed RTS	RFT ID	Justification
<input checked="" type="checkbox"/>	4398	OU_NP_IT	1		ISM998157857	BQM ISM998157857 Droplet catchers T2		30-NOV-2010	07-Dec-2010	08-Nov-2010	7	01-Nov-2010		N		

More Export Propose RTS Date Last RTS Add Free Note Update RFT Document Requests Advance Search

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences

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This function allows to select all the lines in one click.

Select from the list of values the option Document Requests.

In the query result form the User has to select the desired lines (one, more or all the lines of the current page).

# Document Requests



imagination at work iSupplier Portal - GE Oil & Gas

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: [Supplier WorkLoad Internal](#) >

## Upload Documents

**Plans**

Please Select The Category

Completed  Yes  No  All

Approval Status  Approved  Rejected  Not Reviewed  All

PoNumber

No results found.

These filters are:

- **Completed:** one document is completed when has all the mandatory information entered and the document is uploaded;
- **Approved:** the document is approved when the Approval checker give his ok;
- **Rejected:** the document is rejected from the Approval checker;

# Documents Categories

Select the available and desired document Category.

Plans Available

Please Select The Category: OG\_ISP\_CERTIFICATES\_NO\_REQ

- OG\_ISP\_CERTIFICATES\_NO\_REQ
- OG\_ISP\_CERTIFICATES\_WITH\_REQ
- OG\_ISP\_COUNTRY\_OF\_ORIGIN
- OG\_ISP\_FORM\_LISL
- OG\_ISP\_GENERAL\_PURPOSE
- OG\_ISP\_LISD
- OG\_ISP\_SPIR
- OG\_ISP\_SUPPLIER\_TECH\_DOC
- OG\_ISP\_TRS\_NO\_REQ

Completed:  Yes

Approval Status:  App

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Collection Plan Name	Required Format	Approval Check
ISP_CERTIFICATES_WITH_REQ	Pdf or Tif	No
ISP_CERTIFICATES_NO_REQ	Pdf or Tif	No
ISP_SUPPLIER_TECH_DOC	Pdf or Tif	No
ISP_LISD	Pdf or Tif	Yes
ISP_SPIR	Xls or xlsx or zip	Yes
ISP_COUNTRY_OF_ORIGIN	Pdf or Tif	No
ISP_TRS_WITHOUT_REQ	Pdf or Tif	Yes
ISP_TRS_WITH_REQ	Pdf or Tif	Yes
ISP_GENERAL_PURPOSE	Xls or Pdf or Tif	No

# Document Requests

In this form the Supplier has to enter at least all mandatory fields and then uploads one document for each line.

PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD NSTD	Requirement Description	Reference Docs
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050204	MP5050204	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS MECHANICAL PROPERTIES	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050402	WELD5050402	Std	PIPING ASSEMBLED / WELDED PIPING WELDING MAP (WM), WELD. PROC. SPECIFICATIONS (WPS) AND PROCEDURE QUALIF. REC. (PQR)	ASME IX

Procedure Docs	Acceptance	CU	GE	TP	EU	Certificate Type	Notification days	*Serialized Serial num	Heat Number	Model
MAT STD	MAT STD	R	R			2	17	<input type="text"/>		
MAT STD	MAT STD	R	R			2	17	<input type="text"/>		
ASME IX	ASME IX	R	A			2	17	Y <input type="text" value="1234-5678"/>		

The fields with the asterisk are mandatory.

Sample	Supplier Comments	Due Date	Status File	Approval Status	Rejection Reason	Promise Date	Attachment
		22-Jun-2011				<input type="text"/>	<input type="text"/> Browse...
		22-Jun-2011					
	1 invio	22-Jun-2011 Tra					

**Note**  
 In ISP the Due Date of each Document is calculated as effective PO Placement date + Doc Lead Time for Suppl Tech Doc and as Contractual Date for the other kind of documents and certificates

# Document Requests

In this form the Supplier has to enter at least all mandatory fields and then uploads one document for each line.

Key Info are sortable clicking the Label

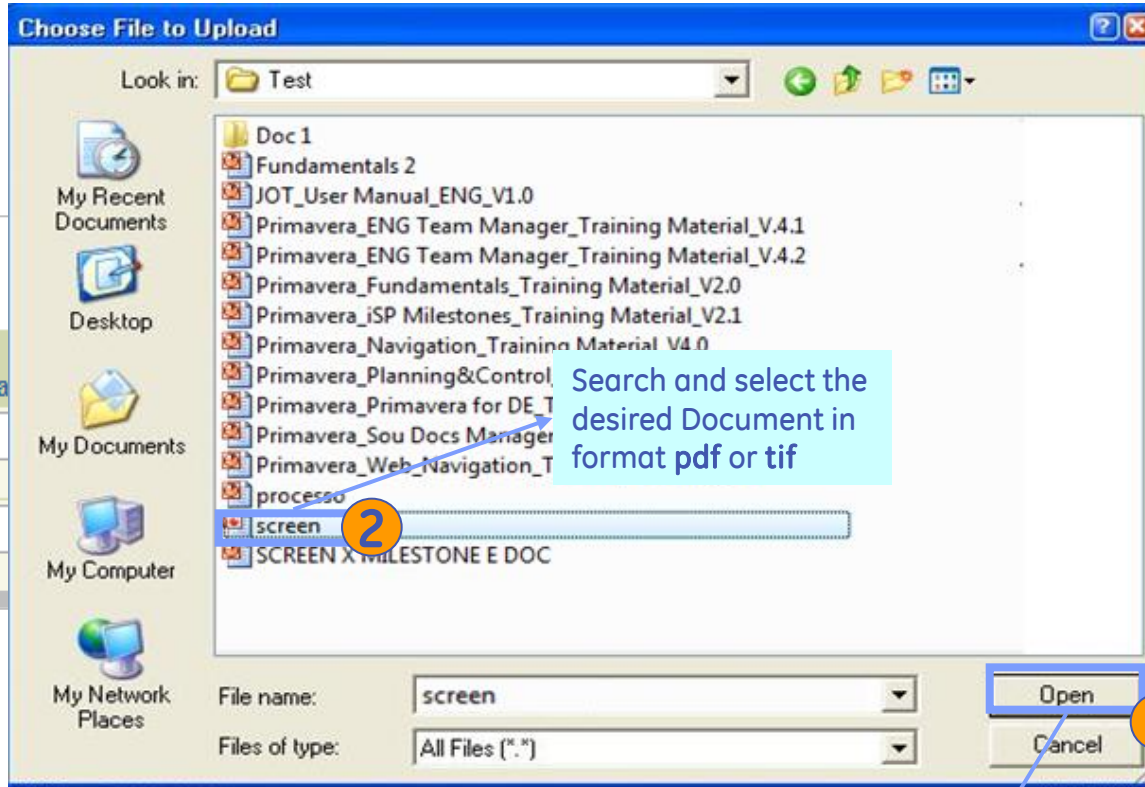
PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD	Requirement Description	Material
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050204	MP5050204	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS MECHANICAL PROPERTIES	MAT STD
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050402	WELD5050402	Std	PIPING ASSEMBLED / WELDED PIPING WELDING MAP (WM), WELD. PROC. SPECIFICATIONS (WPS) AND PROCEDURE QUALIF. REC. (PQR)	ASME IX

Procedure Docs	Acceptance	CU	GE	TP	EU	Certificate Type	Notification days	*Serialized	Serial num	Heat Number	Model
MAT STD	MAT STD	R	R			2	17	<input type="button" value="v"/>			
MAT STD	MAT STD	R	R			2	17	<input type="button" value="v"/>			
ASME IX	ASME IX	R	A			2	17	<input type="button" value="Y v"/>	1234-5678		

The fields without the asterisk are not mandatory

Sample	Supplier Comments	Due Date	Status	File	Approval Status	Rejection Reason	Promise Date	Attachment
		22-Jun-2011					<input type="text" value="22-Jun-2011"/> <small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
		22-Jun-2011					<input type="text" value="22-Jun-2011"/> <small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
	1 invio	22-Jun-2011	Transferred	APPROVED	User Approve		<input type="text" value="22-Jun-2011"/> <small>(example: 23-Jan-2011)</small>	<input type="text" value="Privacy violata.pdf"/> <input type="button" value="Clear"/>

# Document Requests



In order to upload the document it is necessary to use the button **Browse** present in the Attachment column at line level.

Status	Approval Status	Rejection Reason	File Name	Attachment
				<input type="button" value="Browse..."/>
				<input type="button" value="Browse..."/>

Search and select the desired Document in format pdf or tif

Click on **Open** to upload the file.

# Document Requests

GE imagination at work

Home Logout Preferences Diagnostics

Home Orders **Shipments** Account

Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Supplier WorkLoad Internal >

Quality Plans

**Plans Available**

Please Select The Category: OG\_ISP\_CERTIFICATES\_WITH\_REQ

Completed:  Yes  No  All

Approval Status:  Approved  Rejected  Not Reviewed

Search

**Quality Result Details**

Showing Result(s) For: OG\_ISP\_CERTIFICATES\_WITH\_REQ

Permitted Upload File Type :: \*.tif; \*.pdf;

PO Number	Release	Line	Shipment	Job	Item	Item Description	QR Set Id	QR Code	STD NSTD	Requirement Description	Reference Docs	Procedure Docs	Acceptance	CU GE	TP EU	Certificate Type
439700185		1	1		1003109 SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050202	LADLE5050202	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS LADLE ANALYSIS	MAT STD	MAT STD	MAT STD	R R		2
439700185		1	1		1003109 SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050204	MP5050204	Std	PIPING RAW / MATERIAL CERTIFICATES OF PIPING COMPONENTS MECHANICAL PROPERTIES	MAT STD	MAT STD	MAT STD	R R		2
439700185		1	1		1003109 SNO4008860	FULL SUPPLY MATERIAL_CYLINDER	5050402	WELD5050402	Std	PIPING ASSEMBLED / WELDED PIPING WELDING MAP (WM), WELD. PROC. SPECIFICATIONS (WPS) AND PROCEDURE QUALIF. REC. (PQR)	ASME IX	ASME IX	ASME IX	R A		2

In this section there are two buttons:  
 - Save: click here to save the information entered and the upload;  
 - Close: to come back on the Main page.

Quality Result Details contains Permitted format file

# Document Requests

After the Document uploading the system allows to **view** the uploaded Document.

Buttons of navigation between pages

Sample	Supplier Comments	Due Date	Status File	Approval Status	Rejection Reason	Promise Date	Attachment
		22-Jun-2011				<small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
		22-Jun-2011				<small>(example: 23-Jan-2011)</small>	<input type="text"/> <input type="button" value="Browse..."/>
	1 invio	22-Jun-2011	Transferred	APPROVED	User Approve	<small>(example: 23-Jan-2011)</small>	<input type="text" value="Privacy violata.pdf"/> <input type="button" value="Clear"/>

After the Document uploading the system allows to **replace** the Document.

# All Documents and Certificates Key info fields

Field Name
Po Number
Line
Shipment
Rel
Job
Item
Item Description
Due Date

PO Number	Release	Line	Shipment	Job	Item	Item Description
439700185		1	1	1003109	SNO4008860	FULL SUPPLY MATERIAL_CYLINDER

# All Documents and Certificates Free fields

Field Name	Description
Promise Date	Certificates Promise Date
Supplier Comments	Free Note or Justification

**Promise Date**

22-Feb-2011

(example : 23-Jan-2011)

Pick a Date - Windows Internet E...

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

Cancel

**Supplier Comments**

Last version

# All Documents and Certificates Feedback fields

Field Name	Description
Status File	Null means the file is not upload and sent to Ge O&G
	"In Transfer" means the file is uploaded, the requested information are filled and sent to Ge O&G
	"Trasferred" means the file and filled info are archived by Ge O&G
Approval Status	Null means noone verify the file content
	Accepeted means the content of the file and the filled information are right
	Rejected means the file or the filled information are not compliant with its requirement
Attachment	Name of last uploaded file

Status File	Approval Status	Rejection Reason
Transferred	APPROVED	User Approve

**Attachment**

# Regulatory Certificates Without Req

## *TRS – Technical Regulations & Standards*

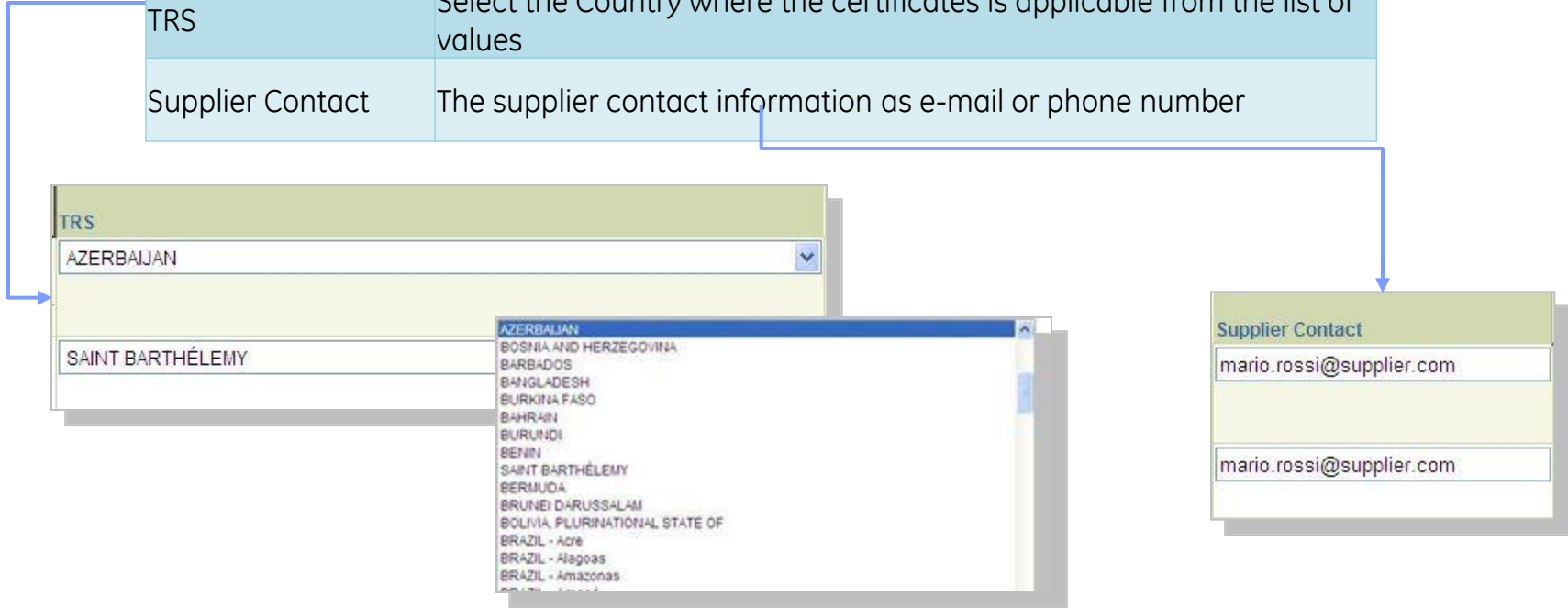
*It is the minimum documentation and certificates required to the suppliers to fulfill the technical regulations and standard mandated by law in the installation country. The above documentation has to be intended as complementary to the technical documentation applicable to the order.*

*The supplier is responsible for evaluation and fulfillment of all the requirements of the applicable laws and technical regulations of the installation country.*

*The documentation and certificates must be supplied in original language, English and one of the official languages of the country of installation, according to ITN01305.*

# ISP\_TRS\_WITHOUT\_REQ Mandatory fields

Field Name	Description
TRS	Select the Country where the certificates is applicable from the list of values
Supplier Contact	The supplier contact information as e-mail or phone number



# ISP\_TRS\_WITHOUT\_REQ Feedback

Field Name	Description
Rejection Reason	Explain why the file or filled information are not compliant

Status File	Approval Status	Rejection Reason
Transferred	REJECTED	Poor Quality

# ISP\_TRS\_WITHOUT\_REQ Mandatory fields

Field Name	Description
TRS	Select the Country where the certificates is applicable from the list of values
Supplier Contact	The supplier contact information as e-mail or phone number



Form field for TRS:

TRIS

AZERBAIJAN

SAINT BARTHÉLEMY

- AZERBAIJAN
- BOSNIA AND HERZEGOVINA
- BARBADOS
- BANGLADESH
- BURKINA FASO
- BAHRAIN
- BURUNDI
- BENIN
- SAINT BARTHÉLEMY
- BERMUDA
- BRUNEI DARUSSALAM
- BOLIVIA, PLURINATIONAL STATE OF
- BRAZIL - Acre
- BRAZIL - Alagoas
- BRAZIL - Amazonas
- BRAZIL - Amapá
- BRAZIL - Bahia
- BRAZIL - Ceará
- BRAZIL - Distrito Federal
- BRAZIL - Espírito Santo
- BRAZIL - Goiás
- BRAZIL - Maranhão
- BRAZIL - Minas Gerais
- BRAZIL - Mato Grosso do Sul
- BRAZIL - Mato Grosso
- BRAZIL - Pará
- BRAZIL - Paraíba
- BRAZIL - Pernambuco
- BRAZIL - Piauí
- BRAZIL - Paraná

Form field for Supplier Contact:

Supplier Contact

mario.rossi@supplier.com

mario.rossi@supplier.com

